

SkillBridge Internship Training Plan: Legal & Administrative Operations (180–Day Track)

DoD SkillBridge Program — Transitioning Service Member Curriculum

DoD Unit:	Office of the Judge Advocate General (OJAG), Navy Disability Evaluation System Counsel Program (DESCP)
Target Roles:	Paralegal Specialist (GS–0950), Management Analyst (GS–0343), Administrative Officer (GS–0341)
Duration:	180 Days (26 Weeks / 960 Hours)
Document Version:	1.0 (Official Training Plan)

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1. Job Title

This comprehensive training program prepares the transitioning Service member for key federal civilian series equivalent roles:

- Paralegal Specialist (GS-0950)
- Management Analyst (GS-0343)
- Administrative Officer (GS-0341)

2. Job Description

Upon completion of this intensive 180-day program, the intern will be fully prepared to perform the following core duties:

- **Substantive Legal & Paralegal Operations:** Providing administrative and legal support to attorneys; conducting client intakes, navigating case files, coordinating witness schedules, and performing advanced legal research using databases such as LEXIS and WESTLAW.
- **Administrative Program Management:** Navigating the Department of the Navy (DON) Directives system, administering records management per National Archives and Records Administration (NARA) guidelines, managing personnel actions (including check-in/out workflows), tracking supply chains, and utilizing enterprise programs like the Defense Travel System (DTS).
- **Management & Process Analysis:** Consolidating program metrics, building spreadsheet tools in Microsoft Excel, analyzing administrative workflows to identify process bottlenecks, drafting process improvement briefs, and delivering administrative presentations to leadership.
- **Information Systems & Software:** Applying advanced skills across the Microsoft Office Suite, SharePoint databases, and specialized Navy program systems.

3. Length of Training

- **Total Duration:** 180 Days (Approximately 26 Weeks)
- **Total Hours:** 960 Hours of structured instruction, mentorship, and practical on-the-job application (40 Hours per Week).

4. Type of Instructional Model

The training program utilizes a blended instructional model to maximize professional skill acquisition:

- **On-the-Job Training (OJT):** Practical execution of increasingly complex legal and administrative tasks under senior supervision.
- **Hands-on Demonstration:** Direct walk-throughs of system networks, software databases, and legal research platforms.

- **One-on-One Mentorship:** Pairings with senior military or civilian personnel for weekly performance feedback and career path guidance.
- **Self-Paced Learning:** Structured study blocks dedicated to federal regulations, Navy directives, and systems manuals.
- **Capstone Project:** A culminating multi-week project where the intern independently identifies, analyzes, and presents a realistic solution to an operational bottleneck.

5. Instructor and Mentor Qualifications

Direct mentorship and instruction are provided by senior civilian and military personnel within the DESCP, including:

- **DESCP Program Manager:** Serves as final evaluator for the capstone project and overall program.
- **Supervisory Administrative Officer:** Guides training in federal records management, personnel workflows, and command administration.
- **Management Analyst:** Teaches quantitative metrics collection, dashboard design, and process analysis.
- **Journey-level Paralegals & Attorneys:** Instruct on client intake procedures, case file management, and legal research/writing.

6. Timeline & Modules (26-Week Schedule)

The 180-day schedule is structured into five progressive phases to provide deep technical dives:

Week(s)	Phase / Module	Training Activities, Tasks, and Specific Learning Objectives
Weeks 1–4	Phase 1: Foundational Skills & Command Integration	Weeks 1–2: Onboarding & Foundational Admin - Complete command check-in, security briefs, and ethics orientations. - Learn office procedures, telephone protocol, and official DON correspondence. <i>Objective: Understand the overall DESCP mission and structure; gain basic proficiency in command databases and communication tracking.</i> Weeks 3–4: Introduction to Core Programs - Introduction to Records Management systems, the DON Directives structure, and desk workflow logs. - Shadow administrative and paralegal staff to observe operational routines. <i>Objective: Build a functional baseline of program requirements and daily workflows.</i>

Week(s)	Phase / Module	Training Activities, Tasks, and Specific Learning Objectives
Weeks 5–10	Phase 2: Deep Dive – Administrative Operations (GS–0341)	Weeks 5–6: Records & Directives Management - Assist the Administrative Officer with the command files plan and archiving per NARA guidelines. - Utilize SharePoint and shared networks for document controls. <i>Objective: Develop intermediate capability in federal records lifecycle management.</i> Weeks 7–8: Personnel & Manpower Administration - Assist in tracking personnel training statuses, awards processing, and roster management. - Administer the onboarding/out-processing systems for incoming staff. <i>Objective: Learn the fundamentals of federal personnel administrative processes.</i> Weeks 9–10: Budget, Supply, & Travel Management - Assist with tracking operational supplies and inventory controls. - Learn the basic mechanisms of the Defense Travel System (DTS) and the Government Travel Charge Card (GTCC) programs. <i>Objective: Master base-level federal supply and government travel programs.</i>

Week(s)	Phase / Module	Training Activities, Tasks, and Specific Learning Objectives
Weeks 11–16	Phase 3: Deep Dive – Paralegal Support (GS–0950)	Weeks 11–12: Advanced Case File Management - Independently review case files for regulatory completeness and log intake data. - Master the program's official case tracking databases. <i>Objective: Achieve full competency in case file compilation and data logging.</i> Weeks 13–14: Legal Research & Writing - Conduct supervised legal and regulatory research utilizing LEXIS and WESTLAW databases. - Draft initial summaries and legal memoranda under attorney supervision. <i>Objective: Develop foundational technical research and clear administrative writing abilities.</i> Weeks 15–16: Hearing & Trial Preparation - Support attorneys in organizing exhibits, coordinating witness schedules, and preparing hearing files. <i>Objective: Understand a paralegal's role in supporting administrative and medical board hearings.</i>

Week(s)	Phase / Module	Training Activities, Tasks, and Specific Learning Objectives
Weeks 17–22	Phase 4: Deep Dive – Management Analysis (GS–0343)	Weeks 17–18: Data Collection & Metric Tracking - Consolidate weekly and monthly metric reports for the program. - Build and utilize Excel spreadsheets (using formulas, pivot tables, and graphs) to track performance metrics. <i>Objective: Master data management and reporting structures for program analysis.</i> Weeks 19–20: Process Analysis & Mapping - Analyze work processes to identify administrative delays or technical friction points. - Draft workflow flowcharts and process-improvement suggestions. <i>Objective: Apply quantitative and qualitative analysis to maximize office workflow efficiency.</i> Weeks 21–22: Executive Reporting & Briefing - Draft summary reports and PowerPoint briefs communicating operational metrics to decision-makers. - Practice presenting oral briefings. <i>Objective: Gain confidence and technical delivery skills in presenting findings to program managers.</i>
Weeks 23–26	Phase 5: Capstone Project & Transition	Weeks 23–25: Capstone Project Execution - The intern is assigned a process bottleneck to analyze independently. - Execute full root-cause analysis, collect metrics, and draft a professional process-improvement brief. <i>Objective: Synthesize and demonstrate the collection of administrative, legal, and analysis skills developed.</i> Week 26: Final Presentation & Departure - Present the Capstone Project briefing to DESCP leadership. - Complete final command check-out procedures, compile a completed portfolio of work, and conduct an exit interview. <i>Objective: Successfully defend the capstone project and wrap up all program requirements.</i>

7. Performance Assessments & Grading

- **Weekly Check-ins:** Informal feedback loops with mentors every Friday.
- **Monthly Evaluations:** Documented progress reviews at the end of each month.
- **Mid-term Performance Counseling (Week 13):** A comprehensive formal review at the halfway mark to check progress against curriculum goals.
- **Capstone Project Evaluation:** Score based on the 100-point rubric assessing analysis, feasibility, policy alignment, writing, and presentation.
- **Final Graduation Review (Week 26):** A summary review of total hours completed, work product quality, and final program completion.

8. Training Outcomes & Deliverables

By graduating from this 180-day program, the service member will have:

- **Experience hours:** Over 960 hours of direct, federal workspace training.
- **Professional Portfolio:** A collection of administrative guides, case summaries, data charts, and the completed Capstone Project.
- **Graduation Credentials:** A signed Certificate of Completion from OJAG DESCP leadership.
- **Civil Service Readiness:** Preparedness to successfully apply for federal GS–0950, GS–0343, and GS–0341 positions.